

Company Preferences - Purchasing

Last Modified on 01/12/2024 2:51 pm EST

Purchasing

Under the Purchasing company preference, you will be able to manage your promised dates, purchasing from preferred vendors and drop ship Purchase Orders.

Select the appropriate selection for your Purchasing preference:

- Enable multiple promise dates.
- Limit items for purchasing to items that have the current vendor listed as a preferred vendor.
- After creating a Receiver for a drop ship PO, create a corresponding Ship Doc.
- Default Location . The default location for all purchase orders.

Admin > Company Preferences

Company Preferences

Save

Reset

Section

General

Activities

Doc #s

Items

Inventory

Sales

Shipping

Payments

Purchasing

Receiving

Production

Lot / Serial #s

Purchasing

☒ Enable multiple promise dates

☐ Limit items for purchasing to items that have the current vendor listed as a preferred vendor

☐ After creating a Receiver for a drop ship PO, create a corresponding Ship Doc.

Click **Save** when done.

Adding Multiple Promise Dates

- After the PO has been created, initiate the initial promise date on the PO creation page.

OrderTime

Search

Compu-Center Logout

Home Sales Purchasing Production Repairs Warehouse Reports

Purchasing > Purchase Orders > Purchase Order

Create New Open Full List

Recent Records

- 17
- 16
- Uline
- 348
- Stanton Dahl
- CHICKSOUPBATCH
- 2
- 4
- CHICKSOUPBATCH

Purchase Order

Vendor Uline

No. 18 Date 1/3/2024 Promise Date 02/08/2024

Defaults Memo & Internal Notes Custom

Ship Method FOB Class Test Class Terms Bill Address Primary

Drop Ship ☐ Location HQ

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- To add extra Order promise dates, navigate to the line item editing page.
- Click the "Edit Line Item" button.

OrderTime

Search

Compu-Center Logout

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Purchasing > Purchase Orders > Purchase Order

Create New Open Full List

Recent Records

- 18
- Uline
- 17
- 16
- 348
- Stanton Dahl
- CHICKSOUPBATCH
- 2
- 4

Purchase Order - 18

Created By Iorine Benoliel 1/3/2024 12:50 PM Modified By Iorine Benoliel 1/3/2024 12:54 PM

Status Processing

General

Vendor Uline Change

No. 18

Date 1/3/2024

Promise Date 2/8/2024

Bill Address

Ship Address map

COMPU-CENTER

1234 PINE

SPRINGMAN, FLORIDA 00000




US

Summary Revision: 1

Total Amount 924.00

Items Details Memo & Internal Notes Custom Dependency Receivers Attachments Open Activities Activity History

Name/Number Search Item Scan

ITEM	DESCRIPTION	QUANTITY	UOM	COST	EXT.	ACTIONS
S-21025	18 x 18 x 10" Lightweight 32 ECT Corrugated Boxes 100 Boxes Per Bundle	4.00	Bu	231.00	924.00	  

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- Move to the Promise Dates tab.
- Click "Add" to insert additional promise dates.

OrderTime

Search

Compu-CenterLogout

HomeSalesPurchasingProductionRepairsWarehouseReports

Purchasing > Purchase Orders > Purchase Order Line

SaveReset

Create NewOpen Full List

Recent Records

18Uline1716348Stanton DahlCHICKSOUPBATCH24

Purchase Order Line for Purchase Order 18

Item S-21025Line No. 1

GeneralCustomPromise Dates

Add

PROMISE DATE	QUANTITY	FILLED	OPEN QUANTITY	ACTIONS
2/17/2024	4	0	4.00	<div><div></div></div>

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Assign the amounts to the respective dates if need be thought clicking the editing button to the of the .

- Confirm the changes, and you should be all set.

OrderTime

Search

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Purchasing > Purchase Orders > Purchase Order Line

SaveReset

Create NewOpen Full List

Recent Records

18Uline1716348Stanton DahlCHICKSOUPBATCH24

Purchase Order Line for Purchase Order 18

Item S-21025Line No. 1

GeneralCustomPromise Dates

Add

PROMISE DATE	QUANTITY	FILLED	OPEN QUANTITY	ACTIONS
2/17/2024	4	0	4.00	<div><div></div></div>

Add/Edit Promise Date

GeneralCustom

Quantity4

Promise Date2/17/2024

SaveClose

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